

Guide : *Trainer* App

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Introduction

Welcome to the Guide for the inspire Trainer-App!

Goals

- **Independent schedule management:** You can easily organize your appointments without constant email exchanges.
- **Efficient communication:** The app facilitates and optimizes communication between trainers and center management.
- **Always up-to-date:** With current data in our system, we can always provide our corporate clients with accurate information about the course status without having to ask you.

Expectations

- **Diligence and accuracy:** All entries must be precise and complete, as they are directly entered into our system and are visible to our clients.
- **Timeliness:** Keep the app up-to-date at all times and take care of any necessary organizational tasks on the same day as the lesson.
- **Independent communication:** Report any discrepancies to us immediately; we are always happy to help!
- **Responsibility:** Use the app independently for schedule management and avoid using parallel systems.

Updates

- **Ped Cards:** Entry and management directly in the app, eliminating the need for handwritten documentation. Therefore, monthly submission of Ped Cards to Accounting is no longer necessary. Please only send your travel expense report to Accounting.
- **To-Do Area:** Keep track of all important tasks and manage them easily.
- **Notifications:** Important information, such as our company holiday, will sent to the app.
- **Calendar Synchronization:** Link your appointments with your personal calendar.

This guide is intended for both new trainers and experienced app users. You can find all updates starting on page 8. **However, we recommend reading the entire guide to refresh your knowledge and ensure you can make the most of all features.**

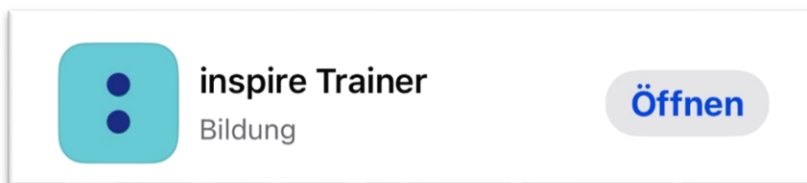
As always, we are happy to assist with any questions!

Your inspire Team

Registration

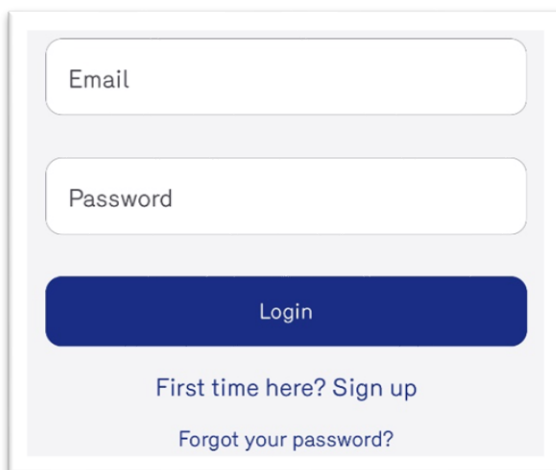
Have you accepted your first course? Here's how to access the app!

Please download the **inspire Trainer** app to your smartphone.



Your Manager Training & Development (MTD) will send you an email with your registration code.

Open the app and select **First time here? Sign up**

A screenshot of a login and registration form. It features two white input fields with rounded corners, the first labeled 'Email' and the second 'Password'. Below these is a dark blue button with the word 'Login' in white. At the bottom, there are two links: 'First time here? Sign up' and 'Forgot your password?'.

Enter your email address (the same inspire has on file).

Type in the code you received from your MTD (copy & paste is not possible).

Follow the instructions in the app, and you're all set!

Course Overview

Welcome! Now you will see an overview of your courses.

The overview is divided into three sections:

- **Active:** At least one future appointment is planned, and lessons are held regularly. Your courses are automatically sorted by upcoming lessons (system updates once per day in the evening) – you will always see the next scheduled course at the top, provided you manage your appointments regularly.
- **On Hold:** These courses have not had appointments scheduled for over two weeks. Please keep these courses in mind and schedule appointments regularly unless the courses have been intentionally paused.
- **Finished:** Here you will see all courses you have completed. If you need to review anything, you will still have access to the date even after the course has ended.

Key of Course Overview:

1

EN_Test Trainer App Gruppe 1

2

🇬🇧 Englisch | A2.1

3

inspire, Vogelweiderstraße 63, 5020 Salzburg

4

Monday 10:00 - 11:30
Wednesday 17:00 - 18:30

5

Units: Total **60** | Open **44**

- 1 Course Title
- 2 Language and Level
- 3 Course Location
- 4 Weekly Schedule (if the schedule is flexible this line will remain empty)
- 5 Total Units of course / Unheld Units (Open)

Schedule Management

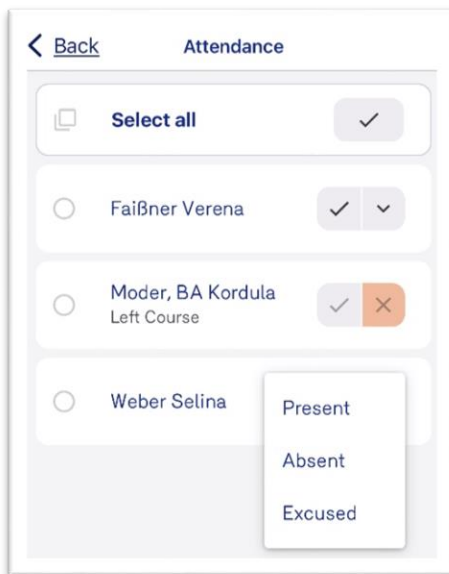
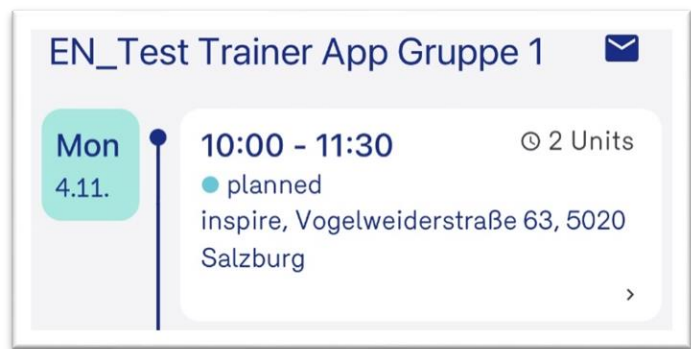
Scheduling made easy!

Select the desired course to manage your appointments. All already agreed-upon appointments are already entered into the app. Please manage your appointments independently starting from when you assume responsibility for the course.

Confirm appointment

In the **Appointment List**, you will find all scheduled appointments.

This appointment has not yet been confirmed and is therefore marked as **planned**.




Once a lesson has taken place, select the appointment and go to **Attendance** at the bottom right.

Here, you must select **Present**, **Absent**, or **Excused** for each participant. If a participant has permanently left the course, they will automatically appear as **Excused** for every appointment.

To speed up the process, you can use the **Select All** feature to mark all participants simultaneously as **Present**.

If you have any questions, select the blue **envelope icon** at the top right in the **Course Overview** to send an email to your **Center Management**. By sending an email directly through the app, we will always know exactly which course your inquiry concerns.

Confirm attendance with this symbol  and set the appointment status to **took place**. Once you mark the appointment as took place, both we and our clients will see that the lesson has taken place.

Cancel Appointment

If a scheduled appointment will not take place, please select one of the following options:

- **Regular Cancellation:** The appointment was cancelled by the participants on time (by 12pm the day before)
- **Late Cancellation:** The appointment was cancelled by the participants too late (after 12pm the day before). In this case, the lesson will still be charged, and you will be paid for all scheduled units. Be cautious with late cancellations, as you may also call in sick at short notice from time to time.
- **Trainer Cancellation:** The appointment was cancelled by you. Please inform the participants directly about your cancellation. If you do not have their contact details, contact your Center Management by phone.

Attention!

Every scheduled appointment in the app must be edited.
No appointment should remain with the status planned!

There are courses where scheduled appointments cannot be rescheduled.
You can find this information in the course's starter package at any time.

Change Appointment

To change a scheduled appointment, select it and click on the pencil icon at the top right. 

The scheduling window will open, allowing you to adjust the date and time as needed. Enter how many **units** are planned, and the end time of the lesson will be calculated automatically.


In the **Information** field, you can add notes visible to your **Center Management**.

Attention!

Your Center Management will not receive a notification when you add notes.
We will only see the information if we open the course in our system.

For important matters, please send us a message through the app or call us!

Schedule Appointment

To create a new appointment, select the correct course and click on the pencil icon with the plus symbol: 

This will bring you back to the scheduling window, where you can enter the details. Use the **Add Appointment** button to create additional appointments.

Select **Create Series?** to set up a recurring appointment series. This will repeat the created appointment weekly until all units have been used.

Ped Card

Ped Card entries are managed directly in the app!

Once an appointment has been marked as **took place**, you can fill out the Ped Card. To do so, click on the **blue pencil icon** in the Ped Card field.

Fill Ped Card

Edit Pedcard

Regular
Test

Material

Schritte 5 ✓

Unit 5, Exercise 10
Listenings and Grammar
Introduction to Business
English

Schritte 6 —

Alternative

Recap of last lesson, discussion
of homework

Save

Edit Pedcard

Regular
Test

Test held ✓

Mr Jones will do test next week

Save

Close

Regular:

Select this option if you used the coursebook or other **materials** during the lesson.

You will see the books assigned to you and the participants for this course. Select the correct book(s) and enter the exercise you worked on the **content** field.

The **alternative** field can be filled out additionally or on its own – for example, if you used your own materials or conducted oral exercises.

Test:

In most cases, the test takes place during the second-to-last lesson of the course. For this appointment, choose the option **test**.

Use the **comment** field to share additional information with Center Management.

Please email the results to Center Management as soon as you have graded the tests!

To view all Ped Card entries for the course, navigate to the course's **appointment list** and select **Ped Card** at the bottom right.

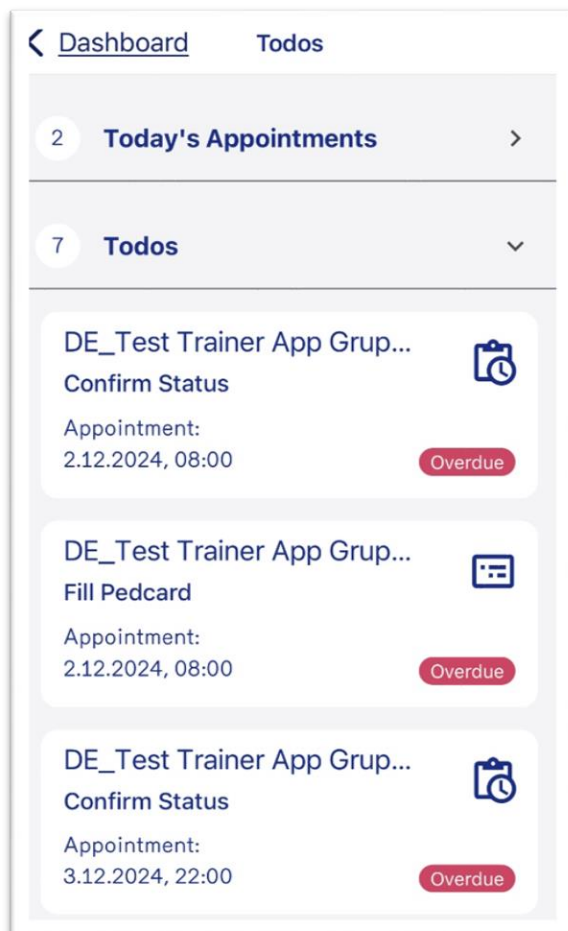
To-Do's

All tasks at hand!

In the course overview, you will find the **To-Do's** button. Here, you can manage all pending tasks and complete them daily.



In the **To-Do** section, you will not only see your appointments for the day but also any tasks that still need to be completed. There are **two types of To-Do's**:



Confirm Status:

This To-Do indicated that a scheduled appointment has not yet been confirmed. Select the To-Do to set the requested appointment to **took place** if the lesson took place or **regular cancellation** if it did not.

This To-Do is overdue after 1 day!

Fill Ped Card:

This To-Do indicated that no Ped Card has been filled out for a confirmed appointment. Select the To-Do to go directly to the Ped Card in question.

This To-Do is overdue after 3 days!

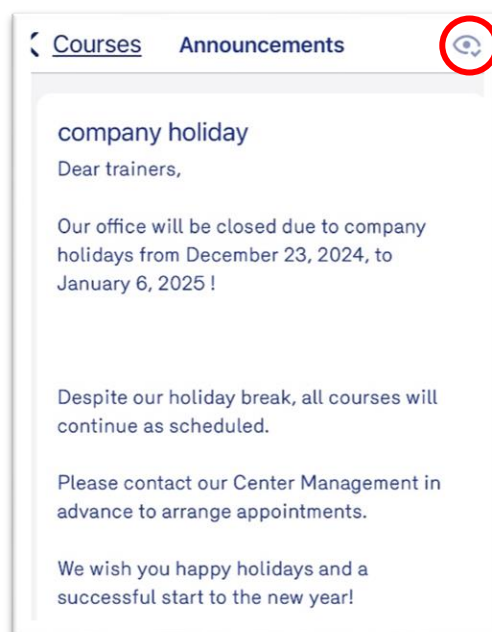
Notifications

Important Information in the app instead of email!

You can also find a **notification** area in the course overview. Click on the **bell icon** to read important messages from Center Management. These messages are sent to all trainers at once.



Here, you will find up to **20 messages** from Center Management. This is a quick way for us to share specific information with you. Use the **eye icon** in the top right corner to mark all messages as read.



Please note:

Only up to 20 messages can be saved. Older messages are automatically deleted. If you still need the information, please make a note of it in a place of your choice.

Calendar Synchronization

One calendar for everything!

Select the **gear icon** in the top right corner of the course overview, then click **add calendar**.

Use **Other / Copy URL** to copy the calendar link to your clipboard.

Apple Calendar:

Go to Settings > Apps > Calendar > Calendar Accounts > Add Account > Other > Add Subscribed Calendar

Paste the link and click Next > Save.

Your scheduled courses will now appear in the Apple Calendar.

Google Calendar:

Open your standard browser (Chrome, Firefox, etc..) and visit: calendar.google.com

- Switch to Desktop View
- Click the + sign next to Other Calendars > From URL
- Paste the calendar URL and click Add Calendar
- Open the Google Calendar app on your smartphone
- Tap the three horizontal lines in the top left corner to open the menu
- Check the box next to the new calendar

Your scheduled courses will now appear in your Google Calendar.

If you use a different calendar, let us know and we'll walk you through it.

We are happy to assist you!